

Sick Leave, Vacation and Personal Days Use Policy

Cashiers and Collections Office

Attendance and Paid Time Off Use Policy

Updated: January 1, 2014

General

- **The Cashiers and Collections Office will adhere to all University policies regarding Attendance, Sick Leave, Vacations, and Personal Days. The policies relating to Attendance and Leaves may be found in the UM System Human Resources manual located at: <http://www.umsystem.edu/ums/rules/hrm/fullindex>.**
- **The Cashiers and Collections Office Managers and Director are responsible for managing all employee leave as to assure that the day-to-day work of the office can be accomplished in an efficient and effective manner.**

Official individual time-off records

All nonexempt employees are responsible for accurately reporting their time (hours worked and paid time off) in the university's time reporting system. An employee who falsifies a time record is subject to disciplinary action, up to and including immediate termination of employment. Supervisors are responsible for reviewing, approving and correcting reported time and for ensuring that all records are current and accurate. Supervisors should communicate changes to the employee. Employees should review pay in a timely manner and report any discrepancies to their supervisor.

Use of Accrued Vacation Time

How to request time-off:

- Requests to use vacation time must be submitted to your supervisor via email.

When to request time-off:

- Requests to use vacation time of two days or less must be submitted to your supervisor at least three days prior to the time-off requested.
- Requests to use vacation time of three or more days must be submitted to your supervisor two weeks prior to the time-off requested.
- All requests for vacation time-off will be considered under the following circumstances:
 - The Cashiers and Collections Office's business and processing cycle and the volume of activity anticipated at the time of the request.
 - The existing requests for time-off that have been submitted by other members of the staff for the same time period.
 - The individual employee's work obligations during the time-off requested.

Restrictions:

- Vacation time and sick leave are not interchangeable

- Employees cannot use vacation time for sick leave or use sick leave for vacation time
- Under extenuating circumstances (i.e. serious personal or family illness) the director or manager may grant exceptions. In order to request an exception, a request in writing must be made within two days of an employee's return to work.
- Vacation time which is lost due to an employee exceeding the amount of time which is officially allowed to accumulate by university policy cannot be recovered.

Emergency use of Vacation Leave:

- The emergency, same day use of vacation leave (car trouble, unplanned home repair, family emergency, etc.) must be reported to their supervisor as soon as possible to the beginning of the work day.
- An employee using vacation leave due to an emergency is responsible for informing their supervisor of any work obligation that he or she will miss.
- Use of emergency vacation leave in excess of one day per month is subject to review by the director.

Use of Accrued Personal Days

- Requests to use Personal Day time of one day or less must be submitted to your supervisor at least 24 hours prior to the time-off requested.
- Requests to use Personal Days of two or more days must be submitted to your supervisor 48 hours prior to the time-off requested.
- All requests for Personal Days will be considered under the following circumstances:
 - The Cashiers and Collections Office's business and processing cycle and the volume of activity anticipated at the time of the request
 - The existing requests for time-off that have been submitted by other members of the staff for the same time period
 - The individual employee's work obligations during the time-off requested

Use of Accrued Sick Leave

Notification:

- For scheduled sick leave, such as for a doctor appointment, the employee must submit the request for time-off at least 24 hours prior to the time-off requested. Employees are encouraged to request partial day absences for appointments, where possible.
- For unexpected absences, employee must notify his or her supervisor of the absence as early as possible on the day that he or she is going to be absent due to personal or family illness. For illnesses spanning longer than one day, a notification must be made for each day absent.
- After an employee has been absent from the office more than three days due to personal or family illness, the absence will be reported to Human Resources under FMLA, according to university policy.

- Using three or more days of sick leave, either personal or family leave, will require a written physician's notice to be submitted to the supervisor.

Restrictions:

- Vacation time and sick leave are not interchangeable
 - Employees cannot use vacation time for sick leave or use sick leave for vacation time
 - Under extenuating circumstances (i.e. serious personal or family illness) the director or manager may grant exceptions. In order to request an exception, a request in writing must be made within two days of an employee's return to work.

Absent Without Pay and No Call/No Show Policy

- Employees who have exhausted all vacation and personal leave who are absent unexpectedly due to an emergency, or who have exhausted all sick leave and are absent due to illness will be considered absent without pay and may be subject to disciplinary action up to and including termination.
- Employees who fail to report to work and do not provide the appropriate notice within one hour of the start of their scheduled shift will be considered no-call/no-show and may be subject to disciplinary action up to and including termination.
- Employees who have not provided proper notice of scheduled absences will have those absences considered unexcused and may be subject to disciplinary action up to and including termination.